Total Force Administration System
Marine OnLine
Bundled Capabilities Package - 1

MISSO 16/17

Kansas City, MO

Total Force Administration System

- TFAS is the Marine Corps initiative to move pay and personnel administration to a single log on, predominately self-service, virtually paperless, web based environment.
- TFAS allows global access to pay, personnel tools, and personal information viewed electronically in a secure environment.
- TFAS supports the unit and the individual.

TFAS

- TFAS is fielded through Marine OnLine (MOL).
- Initial development based on like capabilities called Bundled Capabilities Packages (BCPs):
  - BCP-0 “Individual Capability”
    - Allowed all Marines the ability to view and update certain personal information.
  - BCP-1 “Unit Capability”
    - Leadership – back to the lowest level of leadership.
    - Chain of Command – flows from the bottom to the top.

BCP-1 “Unit Capability”

- BCP-1 allows the small unit leader and above the ability to view, submit, and track information on their Marines.
- Personal request are routed electronically.
- LEAVE – the need to print and hand walk a leave request will be a thing of the past.
- Unit Management Status Report (UMSR) – allows all levels of a unit to view the current status of members in that command and their associated duty status; i.e. TAD, Leave, SIQ, ect.
- PROMOTION – Paperless promotion recommendations for PFC, LCpl and Cpl.
- PRO/CON – Paperless proficiency and conduct submission process.

TTCs are generated, no UD Action

How It Works

- WEB Based
  - Local MISSO activates the RUC
  - Commander provided a template
    - Accept or change
  - Commander determines authority through assignment of permissions

Permissions & Workflow

- A single permission is associated w/
  - An Individual User for a…
  - Individual Task (e.g. Leave Request) & a given…
  - Work Flow Permission Type, but only for a defined…
  - Unit Scope (chain of command)
- Workflow Permissions Type:
  - View
  - Reviewer (Active or Passive)
  - Approval
  - Grant
- Permissions granted by Reporting Unit Code (RUC) CO & delegated subordinates.
  - Templates
  - By Module
- Users can have many permissions associated w/ their MOL profile.

Scope (Chain of Command)

- Workflow determined by Scope
  - Battalion/Squadron
  - Company/Detachment
  - Platoon/Division/Directorate
  - Squad/Work Section

Leave

- Individual initiates from the Web (MOL account)
  - Any computer with internet access
- Recommendations and approval through workflow
  - Member chooses active reviewer by scope
- Individual, duty, or command sign-out through MOL
  - Commander decides
- Unit Morning Report updated by sign-out
- Self or command check-in
- MCTFS transaction auto-generated by check-in
- Member charged leave

Leave Permissions

Leave Management		
Leave Check-In		
	Approver	Can Check-In a member off of leave via Leave Management module, thus creating a leave transaction to be processed in MCTFS and posted to the member's record. Also, can only view new Leave Requests, see who has approved requests, and leave request history. * Must have a permission in Leave management assigned also.
Leave Check-Out		
	Approver	Can Check-Out a member on leave via the Leave Management module. Also, can only view new Leave Requests, see who needs to be checked-in, and leave request history. * Must have a permission in Leave management assigned also.
Leave Management		
	Approver	Can create a new Leave Request "on behalf of" and forward it or approve in on the spot. Can edit leave requests and forward to another approver, return it to orginator, or approve the change on the spot. Can delete previously approved requests. Can Approve, Disapprove, Recommend or Not Recommend Leave Requests submitted to him or requests submitted on a member within his assigned scope. Can extend leave for members currently on leave. Also can see who is checked out, who is pending a check-out, and leave request history.
	Active Reviewer	Can create a new Leave Request "on behalf of" and forward it. Can edit leave requests and forward to approver or return to orginator. Can Recommend or Not Recommend Leave Requests submitted to him or requests submitted on a member within his assigned scope. Also can see who is checked out, who is pending a check-out, and leave request history.
	Passive Reviewer	Can create a new Leave Request "on behalf of" and forward it. Can view new Leave Requests submitted in assigned scope. Also, can see who is checked out, see who is pending a check-out, and leave request history.
	Viewer	Can only view new Leave Requests, see who is checked out, see who is pending a checkout, and leave request history. No commenting allowed.

Leave

LEAVE
Home | Unit Leaders | MOL Management |
Management Status Report | Leave Management | Promotion Recommendation | Pro/Con |
Manage Requests
New Leave Request
View Requests
Check Out
Check In
Form Print Setup
Leave Management For MARINE CORPS SUPPORT ACTIVITY
My Leave Management
Pending Requests Assigned To You
Chain of Command Leave Management
Pending Requests Assigned To Your Chain Of Command
Check Out (Approved) Requests Assigned To Your Chain Of Command
Extend or Check In (On Leave) Requests Assigned To Your Chain Of Command
Your Leave Management Notifications
There are currently no errors in your scope.

Leave

Approve or Recommend Leave Requests For MARINE CORPS SUPPORT ACTIVITY

Select a Leave Management Task

Approve (Pending) Requests | Go

	Action	Rank	Name	Requested Depart Date	Requested Return Date	ReqDays	Status
☐	View | Edit	GYSGT	JEFFREY D MEREDITH	10 Feb 04 1630	23 Feb 06 0730	743	Pending

Select All

Continue | Cancel | Filter

Leave

Check Out Leave Requests For MARINE CORPS SUPPORT ACTIVITY

Select a Leave Management Task

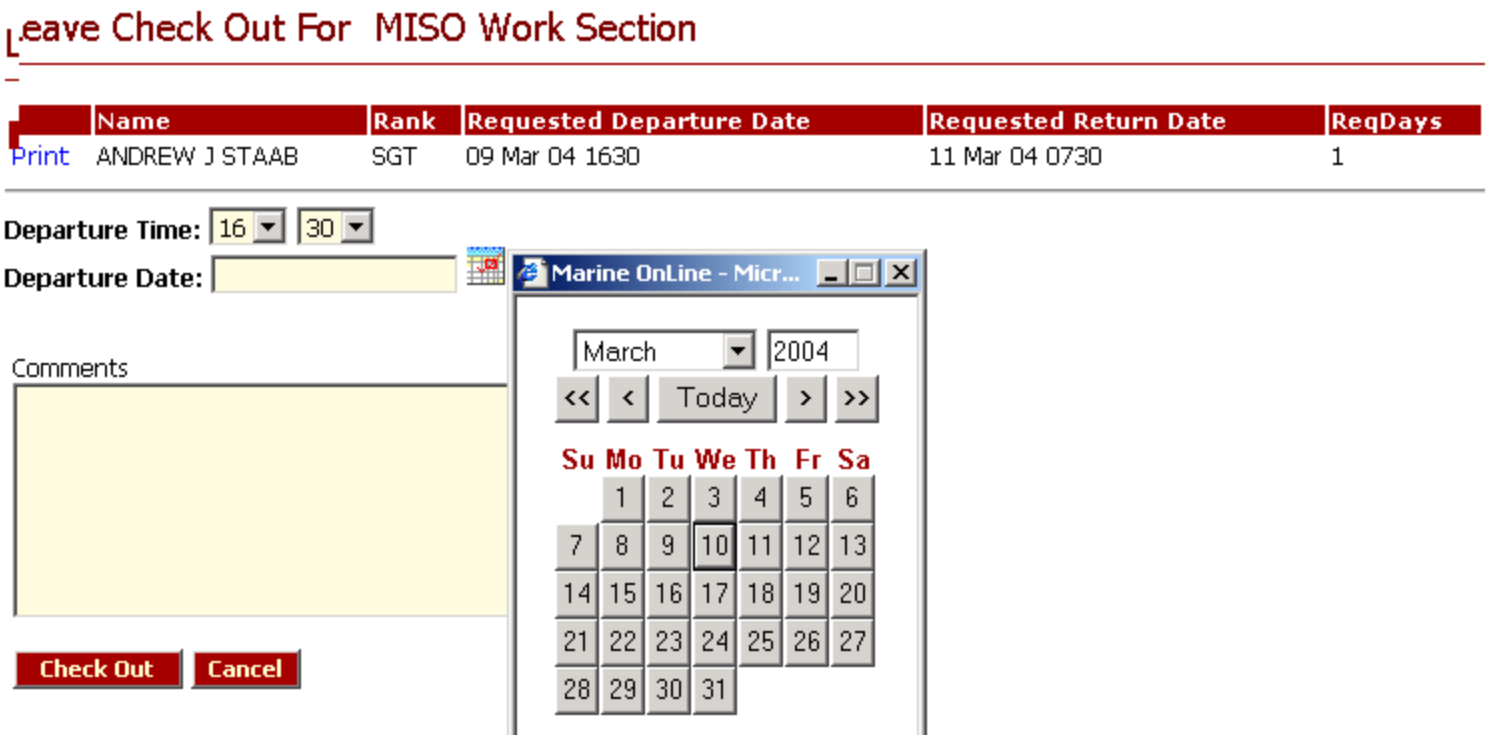
Check Out (Approved) Requests ▼ Go

	Action	Rank	Name	Requested Depart Date	Requested Return Date	ReqDays	Status
☐	View | Edit	CPL	JONATHON T ASHLEY	10 Feb 04 1630	14 Feb 04 0800	3	Approved
☐	View | Edit	CPL	JEREMY D GABLE	12 Feb 04 1630	14 Feb 04 0800	1	Approved
☐	View | Edit	SGT	SIMON P HEBERT	12 Feb 04 1630	25 Feb 04 0730	12	Approved
☐	View | Edit	SGT	SIMON P HEBERT	27 Feb 04 1630	27 Mar 04 0800	28	Approved
☐	View | Edit	CPL	JEREMY D GABLE	28 Feb 04 0800	31 Mar 04 0730	31	Approved

Select All

Check Out | Cancel | Filter

Leave


Leave Check Out For MISO Work Section
Name
Rank
Requested Departure Date
Requested Return Date
ReqDays
Print
ANDREW J STAAB
SGT
09 Mar 04 1630
11 Mar 04 0730
1
Departure Time:
16
30
Departure Date:
Comments
Check Out
Cancel
Marine OnLine - Micr...
March
2004
<<
<
Today
>
>>
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

Leave

Extend or Check In Leave Requests For MARINE CORPS SUPPORT ACTIVITY

Select a Leave Management Task

Extend or Check In (On Leave) Requests Go

	Action	Rank	Name	Actual Depart Date	Requested Return Date	ReqDays	Status
☐	View | Extend	SGT	BRYAN L BRADLEY	01 Feb 04 0820	07 Feb 04 0800	5	On Leave
☐	View | Extend	GYSGT	BRIAN R COTTRELL	01 Feb 04 0820	07 Feb 04 0800	5	On Leave
☐	View | Extend	SGT	PATRICK L IRVING	01 Feb 04 0820	07 Feb 04 0800	5	On Leave

Select All

Check In Cancel Filter

Leave

Individual Leave Details

SSN	[redacted]	Organization Name:	MARINE CORPS SUPPORT ACTIVITY
Name:	SIMON P HEBERT	Organization Address:	15424 ANDREWS RD R-G MEMORIAL AIRPORT
Rank:	SGT	Organization Address2:	KANSAS CITY MO 0064147
MOS:	0151	Organization Phone:	
EAS Date:	31 Dec 2003	Current Organization	36000-M-MISA-MISA
Leave Used YTD:	0.0	Pending Charges(via MOL):	0.0
Leave Balance:	0.0	Projected Balance:	0.0

Leave Address:	916 OLPMYIA CIRCLE	Leave Type:	Annual Leave
Leave Address 2:	NEW ORLEANS, LA. 70146000	TriCare Region:	REGION 1 (NORTHEAST)
Leave Phone Number:	985-580-4535	Status:	Approved
Requested Departure Date:	12 Feb 2004		
Requested Departure Time:	1630		
Requested Return Date:	25 Feb 2004		
Requested Return Time:	0730		

Leave

View Leave Requests For MARINE CORPS SUPPORT ACTIVITY

Filter this list by Status

All Requests | Go | Filter

Rank	Name	Depart Date	Return Date	Requested Days	Actual Days	Status	
CWO2	CHAD L HERSHMAN	18 Nov 2003	01 Dec 2003	12	10	Leave Completed	View
CWO2	CHAD L HERSHMAN	03 Dec 2003	12 Dec 2003	8	8	Leave Completed	View
SGT	BRYAN L BRADLEY	01 Feb 2004	07 Feb 2004	5	0	On Leave	View
GYSGT	BRIAN R COTTRELL	01 Feb 2004	07 Feb 2004	5	0	On Leave	View
SGT	PATRICK L IRVING	01 Feb 2004	07 Feb 2004	5	0	On Leave	View
CPL	JEREMY D GABLE	10 Feb 2004	26 Feb 2004	15	0	Disapproved	View
GYSGT	JEFFREY D MEREDITH	10 Feb 2004	23 Feb 2006	743	0	Pending	View
CPL	JONATHON T ASHLEY	10 Feb 2004	14 Feb 2004	3	0	Approved	View
CPL	JEREMY D GABLE	12 Feb 2004	14 Feb 2004	1	0	Approved	View
SGT	SIMON P HEBERT	12 Feb 2004	25 Feb 2004	12	0	Approved	View
SGT	SIMON P HEBERT	27 Feb 2004	27 Mar 2004	28	0	Approved	View
CPL	JEREMY D GABLE	28 Feb 2004	31 Mar 2004	31	0	Approved	View

Leave

Individual Leave Details (View Only)

SSN	[redacted]	Organization Name:	HQSPT BN
Name:	CHAD L HERSHMAN	Organization Address:	MCB PSC BOX 20087
Rank:	CWO2	Organization Address2:	CAMP LEJEUNE NC 0028542
MOS:	5804	Organization Phone:	910-451-5403
EAS Date:		Current Organization	36000-4-MRDT
Leave Used YTD:	0.0	Pending Charges(via MOL):	0.0
Leave Balance:	67.5	Projected Balance:	67.5

Leave Address:	1308 Cabin Road	Leave Type:	Annual Leave
Leave Address 2:	Lakeville, MA	TriCare Region:	REGION 1 (NORTHEAST)
Leave Phone Number:	910-539-4744	Actual Departure Date:	03 Dec 2003
Requested Departure Date:	03 Dec 2003	Actual Departure Time:	1630
Requested Departure Time:	1630	Actual Return Date:	12 Dec 2003
Requested Return Date:	12 Dec 2003	Actual Return Time:	0710
Requested Return Time:	0730	Status:	Leave Completed
Requested Days:	8	Actual Days Charged:	8
Approved By:	1STSGT GAYLAND W. WHITE	Approved Date:	03 Dec 2003
Checked Out By:	1STSGT GAYLAND W. WHITE	Checked In By:	LCPL AMANDA S. YERAM
Checked Out Date:	03 Dec 2003	Checked In Date:	12 Dec 2003

Unit Management & Status Report

Concept

- Standardize Morning Report process across the Marine Corps
  - Designed to meet the needs of the RUC level commander & subordinates.
  - Will give a single accurate manning & status picture for accountability.
  - Eliminate/Reduce paper, differing data formats, compilation time, redundant data entry & errors.
- Two Modules:
  - **Unit Management** (Data Entry) occurs at RUC level and below only.
  - **Status Report** (Morning Report) – READ-Only; Global view.

UMSR Permissions

Unit Management Status Report		
UMSR Join/Drop		
	Approver	Can create and then forward or approve a request to Drop or Join a member from/to the unit in MOL. Can approve requests for Join and Drop actions that we're sent to him. Can view the UMSR Detail List and get the Detail view link. Can view the In Progress Data Summary Report. Can view the Join and Drop History Reports. Can view the Published Data Summary Report. Can view UMSR discrepancy reports.
	Active Reviewer	Can create and forward a request to Drop or Join a member from/to the unit in MOL. Can view the UMSR Detail List and get the Detail view link. Can view the In Progress Data Summary Report. Can view the Join and Drop History Reports. Can view the Published Data Summary Report. Can view UMSR discrepancy reports.
UMSR Duty Status		
	Approver	Can change a members internal duty status which does not produce a MCTFS duty status entry. Can view the UMSR Detail List and get the Detail view link. Can view the In Progress Data Summary Report. Can view the Join and Drop History Reports. Can view the Published Data Summary Report. Can view UMSR discrepancy reports.
UMSR Unit Membership		
	Approver	Can change a members unit membership info, thus creating a TTC 470 assignment entry that will run in MCTFS and update the member's record. Can view the UMSR Detail List and get the Detail view link. Can view the In Progress Data Summary Report. Can view the Join and Drop History Reports. Can view the Published Data Summary Report. Can view UMSR discrepancy reports.
UMSR Morning Report		
	Approver	Can publish the morning report for the assigned unit scope. Can view the UMSR Detail List and get the Detail view link. Can view the In Progress Data Summary Report. Can view the Join and Drop History Reports. Can view the Published Data Summary Report. Can view UMSR discrepancy reports. * Must be assigned another UMSR permission as well.
UMSR Read-Only		
	Viewer	Can view the UMSR Detail List and get the Detail view link. Can view the In Progress Data Summary Report. Can view the Join and Drop History Reports. Can view the Published Data Summary Report. Can view UMSR discrepancy reports.

Unit Management –Data Entry

- Update Data
  - Duty Status (Present-for-Duty, On Leave, Etc.)
  - Unit Membership – Update values for RUC/Co/Plt/Work Section
  - Comments
- Unit Membership Updates
  - Internal to RUC -Allows for update of local unit membership changes within Unit Scope (TTC 470). Examples:
    - BN can transfer a Marine from one Company to another.
    - Co Cmdr can transfer a Marine from one Platoon to another.
    - Plt Cmdr can transfer a Marine from on Work Section to another.
  - External to RUC - Drops & Joins (PCS/PCA, FAP, TAD)
    - Gets “Names” on/off rosters & allows MOL “functions” immediately.
    - Will not create a MCTFS join/drop transaction due to complex nature & financial impacts of Joins & Drops. PAC must still join/drop in MCTFS.

Status Report (Morning Report)

- **Certifying the Unit**
  - Cmdrs will set their own policy as to the time of day when subordinate units need to submit a “Morning Report.”
  - Submitting a Morning Report means each leader at their level (Work Section-> Plt -> Company -> RUC) “certifies” that the duty status and unit membership for the Marines in their unit is current as of the date/time of certification.
  - The data is captured (snapshot) - date/time stamped.
  - As each lower level unit performs this certification up to the RUC level, higher level units above the RUC become certified.
- **2 Views: Certified “Morning Report” & Status Report**
  - Users may see a real time view of the Status Report (incorporates any changes that have occurred after “Morning Report” certification) or they may view the current daily “certified” Morning Report.

Status Report (Morning Report)

UMSR
Home | Unit Leaders | MOL Management |
Management Status Report | Leave Management | Promotion Recommendation | Pro/Con |
UMSR Detail List
UMSR Summary
Join Member
Published Morning Report
Discrepancy Reports
Unit Management Status Report
Mine For Action
There are currently no tasks assigned to you.
My Organizational Level
There are currently no tasks assigned at your organization level.
My Chain of Command
There are currently no tasks assigned in your chain of command.
Errors
There are currently no errors in your scope.

Status Report (Morning Report)

UMSR

UMSR Home | Select Unit Scope | | Join History | Drop History

UMSR Summary Counts

Extracting Data From: **In Progress Data** as of **17 Feb 2004 @ 1514**

Reporting Unit Code: 36000

Duty Status	Marine Officer	Marine Enlisted	Navy Officer	Navy Enlisted	Civilian	Other	Total
⊟ Total Manpower	111	295		1	41		448
Member Assigned	109	282			41		432
Member Attached	2	13		1			16
⊞ On Hand	111	291		1	41		444
⊞ Other							
⊟ Leave		4					4
Leave (Terminal)							
Leave (Convalescent)							
Leave (Annual)		3					3
Leave (EML)		1					1
Leave (Emergency)							
Special Liberty							
⊞ Medical							
⊞ Legal							
⊞ TAD							

Status Report (Morning Report)

UMSR

GYSGT VER

UMSR Home | Select Unit Scope | UMSR Search | Summary View |

UMSR Detail List

Extracting Data From: **In Progress Data** as of **17 Feb 2004 @ 1514**

Reporting Unit Code: 36000

Duty Status:

	Rank	Last Name	First Name	M.I.	RUC	Company	Platoon	Work Section	Category	Duty Status
☐		ALVARADO	BLAS		36000	M	MISA	MISA	On Hand	Present for Duty
☐	MAJ	APPLEWHITE	VINCENT	D	36000	3	CGSC	CGSC	On Hand	Present for Duty
☐	PVT	ARELLANO II	LEROY	B	36000	5	CNFT	CNFT	On Hand	Present for Duty
☐	PVT	ARGO	KEVIN	G	36000	5	CNFT		On Hand	Present for Duty
☐	CPL	ASHLEY	JONATHON	T	36000	F	TSOO		On Hand	Present for Duty
☐	CPL	ASSEL	THOMAS	E	36000	D	DFAS		On Hand	Present for Duty
☐	PVT	BAER	WILLIAM	J	36000	F	TSOO		On Hand	Present for Duty
☐	MAJ	BAIN JR	PHILIP	A	36000	3	CGSC	CGSC	On Hand	Present for Duty
☐	GYSGT	BAIZA	JERRY	D	36000	F	TSOO		On Hand	Present for Duty
☐	SGT	BAKER	SEAN	P	36000	A	DMOB	DMOB	On Hand	Present for Duty
☐	LCPL	BARNES	THERESA	J	36000	A	MPAY		On Hand	Present for Duty

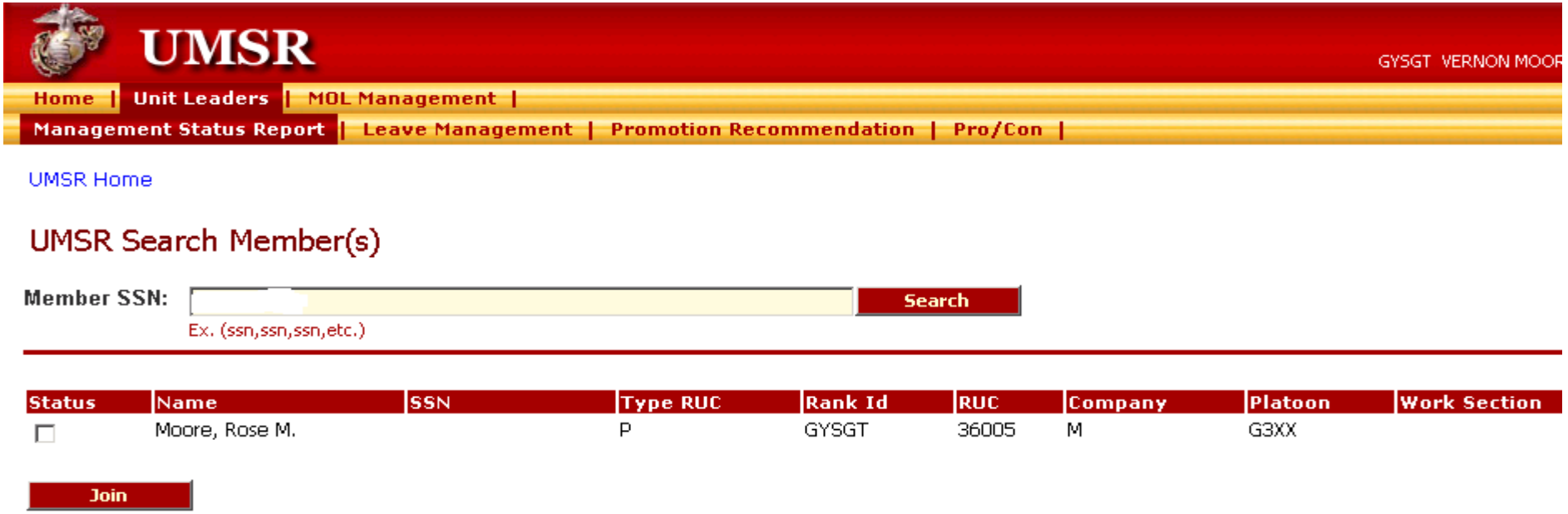
Status Report (Morning Report)

UMSR Member Details

Rank/Name:	GYSGT COTTRELL, BRIAN R.
RUC:	36000
Company:	M
Platoon:	MISA
Work Section:	
UMSR Category:	Leave
UMSR Duty Status:	Leave (Annual)
Duty Status Date:	12 Feb 2004 @ 1126
Last Modified Date:	16 Feb 2004 @ 1031
Parent Command:	36000
Member Status:	Assigned
Comments:	

Detail List

Status Report (Morning Report)



Promotion Recs & Pro/Cons

- **Common Functionality**
  - Any number of Active Reviewers can participate; Passive Reviewers view. Give “View” permissions – provides oversight.
  - Users participate in any sequence. Can occur in Ad Hoc/non-sequential manner.
  - Approver has final say; once Approver submits – records locked & MCTFS transactions result.
  - On Page Links to Marine’s BIR, BTR, etc.
  - User Can apply “group edits” – select all Recs from another user, then edit exceptions.
  - Data is sort-able, e.g. show all Non-Recs, sort by Pro/Con values, etc.
  - User w/ lesser unit scope not able to see “higher” recommendations.
  - Can “submit” a recommendation on one Marine or many.
  - Users may not edit recommendations of other users.
  - Prompts for further actions – Page 11 entries for non-Recs, etc.

Promotion Recs & Pro/Cons

- Promotion Recs
  - System generates an Eligibility List for upcoming Month (~5th day of month).
  - Have about 10 calendar days to submit Recs.
  - Active Reviewers make Recs on promotion eligible Marines.
  - RUC CO/“Acting” CO is the Approver.
  - Approver has final say – submit data for MCTFS transaction.
  - Select Grade Report – Marines who come up select grade – MOL will generate a report to users.
- Pro/Con’s
  - All Occasions (SA, GC, TR, etc.)
  - Active Reviewers provide recommended P/Cs & comments.
  - Links/Info to Pro/Con Guidelines.

Promotion Rec Permissions

Promotion Recommendations		
Prom Rec		
	Approver (BnCO or By Dir, ONLY)	Can view the Restricted, Draft, Public, Approved, and All Eligible prom recs and gets the details view link. Can also assign and approve recommendations, which creates the Not Rec entry for processing in MCTFS. Can also send notifications.
	Active Reviewer	Can view the Restricted, Draft, Public, Approved, and All Eligible prom recs and gets the details view link. Can also assign recommendations and send notifications.
	Passive Reviewer	Can view the Approved and All Eligible prom recs and gets the detail view link. Can also send notifications.
	Viewer	Can view the Approved prom recs and gets the detail view link. Can also send notifications.
Will Not Promote		
	Approver (Bn CO or By Dir, ONLY)	Can view the Restricted, Draft, Public, Approved, and All Eligible prom recs and gets the details view link. Can also assign and approve Will Not Promote recommendations, which creates and proceeses a Will Not Promote entry in MCTFS. Can also send notifications.
	Active Reviewer	Can view the Restricted, Draft, Public, Approved, and All Eligible prom recs/Will Not Promotes and gets the details view link. Can also assign Will Not Promote recommendations and send notifications.
	Passive Reviewer	Can view the Approved and All Eligible prom recs/Will Not Promotes and gets the detail view link. Can also send notifications.
	Viewer	Can view the Approved prom recs/Will Not Promotes and gets the detail view link. Can also send notifications.

Promotion Recs

PROMOTION RECOMMENDATIONS
GYSGT
Home | Unit Leaders | MOL Management |
Management Status Report | Leave Management | Promotion Recommendation | Pro/Con |

Promotion Recommendations Home

Promotion Recommendations for March 2004

Recommendation Status	Count
Restricted:	2
Draft:	79
Public:	0
Approved:	3
All Eligible:	82

Select Unit | Build New Roster

No transaction failures have been reported.

Promotion Recommendation Period
- Begins on or about the 5th and Ends the 15th
- Assign, Copy and Make Recommendations Publicly Viewable
- Set Command Recommendations
- Send Notifications about Promotion Recommendations

View Only Period
- Begins the 16th and Ends on or about the 26th
- View Command Recommendations
- Send Notifications about Promotion Recommendations

Will Not Promote Period
- Begins on or about the 27th and Ends on or about the 4th
- Stop a promotion by Assigning a 'Will Not Promote' recommendation
- Send Notifications about Promotion Recommendations

Promotion Recs

Promotion Recommendations - March 2004

Current Organization: 36000

Draft | Filter this Roster | Select Unit | Build New Rc

	Member Information				Recommendations					
	Rank	Name	Unit	Restricted	Status	My Draft	My Public	Command	Submitted By	
☐	LCPL	BARNES, THERESA J.	36000-A-MPAY	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	BEASLEY, MICHAEL D.	36000-5-CNFT	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	BERNARD, SAMUEL	36000-D-DFAS-DFAS	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	BLACKMON, JUSTIN L.	36000-D-DFAS	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	BRABATA, ROBERTO C.	36000-A-MPAY-PAYD	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	CARDOZE, FELIX B.	36000	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	CARON, RYAN M.	36000-A-MPAY	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	CHURCH, KIMBERLY M.	36000-D-DFAS	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	COLLINS, ANTHONY C.	36000-A-MPAY	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	COPPETO, MATTHEW J.	36000	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	PFC	DEAN, ANNIE J.	36000-D-DFAS	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	DICKINSON, DAVID A.	36000-A-MPAY	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	FIGUEROA, CHRISTOPHE M.	36000-A-MPAY	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	FORD, DWAYNE R.	36000-D-DFAS	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	FOREMAN, BRIAN E.	36000-D-DFAS	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	GALLARDO, LOUIS A.	36000	NO	Draft	-	-	Rec	COL C. DELAIR	D
☐	LCPL	GARCIA, ANDY R.	36000-3-MRDT	NO	Draft	-	-	Rec	COL C. DELAIR	D

Promotion Recs

	Member Information				Recommendations				
	Rank	Name	Unit	Restricted	Status	My Draft	My Public	Command	Submitted By
☑	CPL	ASHLEY, JONATHON T.	36000-F-TSOO	NO	Draft	-	-	Not Rec	CWO3 D. MASON
☑	CPL	BELL, JAMES L.	36000-F-TSOO	NO	Draft	-	-	Not Rec	CWO3 D. MASON
☐	CPL	BRITTON, MICHAEL L.	36000-F-TSOO	NO	Draft	Rec	-	Not Rec	CWO3 D. MASON
☑	CPL	BUTLER, ELVIS J.	36000-F-TSOO	NO	Draft	-	-	Not Rec	CWO3 D. MASON
☑	CPL	CESAIRE, MICHELET	36000-D-DFAS-DFAS	NO	Draft	-	-	Not Rec	CWO3 D. MASON

Promotion Recs

Promotion Recs

Promotion Recommendations - March 2004

Current Organization: 36000

Approved | Filter this Roster | Select Unit | Build New

	Member Information				Recommendations				
	Rank	Name	Unit	Restricted	Status	My Draft	My Public	Command	Submitted By
A	CPL	GABLE, JEREMY D.	36000-M-MISA-MISA	NO	Approved	-	-	Rec	COL C. DELAIR
A	CPL	HAGMAIER, ERIC R.	36000-M-MISA-IAT1	NO	Approved	-	-	Rec	COL C. DELAIR
A	CPL	SCOTT, LEEMAR T.	36000-4-MRDT	NO	Approved	-	-	Rec	GYSGT J. MEREDITH
A	LCPL	COLLINS, ANTHONY C.	36000-A-MPAY	NO	Approved	-	Rec	Rec	GYSGT V. MOORE
A	LCPL	DICKINSON, DAVID A.	36000-A-MPAY	NO	Approved	-	Rec	Rec	GYSGT V. MOORE
A	LCPL	FIGUEROA, CHRISTOPHE M.	36000-A-MPAY	NO	Approved	-	Rec	Rec	GYSGT V. MOORE
A	LCPL	FORD, DWAYNE R.	36000-D-DFAS	NO	Approved	-	Rec	Rec	GYSGT V. MOORE
A	LCPL	FOREMAN, BRIAN E.	36000-D-DFAS	NO	Approved	-	Rec	Rec	GYSGT V. MOORE
A	LCPL	GALLARDO, LOUIS A.	36000	NO	Approved	-	Rec	Rec	GYSGT V. MOORE
A	LCPL	GARCIA, ANDY R.	36000-3-MRDT	NO	Approved	-	Rec	Rec	GYSGT V. MOORE
A	LCPL	GASTON III, OSCAR B.	36000-F-TSOO	YES / 10-Mar-2002	Approved	-	Rec	Rec	GYSGT V. MOORE

Select all on page | Process all members of current organization (36000).

Assign Recs | Copy Recs | Make Public | Set Command Recs | Approve Recs

Notify | Cancel

Promotion Recs

Promotion Recommendations - March 2004

Current Organization: 36000

Restricted | Filter this Roster | Select Unit

	Member Information				Recommendations				
	Rank	Name	Unit	Restricted	Status	My Draft	My Public	Command	Submi
R	CPL	[redacted]	36000	YES / 06-Aug-2004	Draft	-	-	Not Eligible	
R	LCPL	[redacted]	36000-D-DFAS	YES / WEIGHT CONTROL	Draft	-	-	Not Eligible	

Select all on page | Process all members of current organization (36000).

Assign Recs | Copy Recs | Make Public | Set Command Recs | Approve Recs

Notify | Cancel

A = "Approved" | **R** = "Restricted"

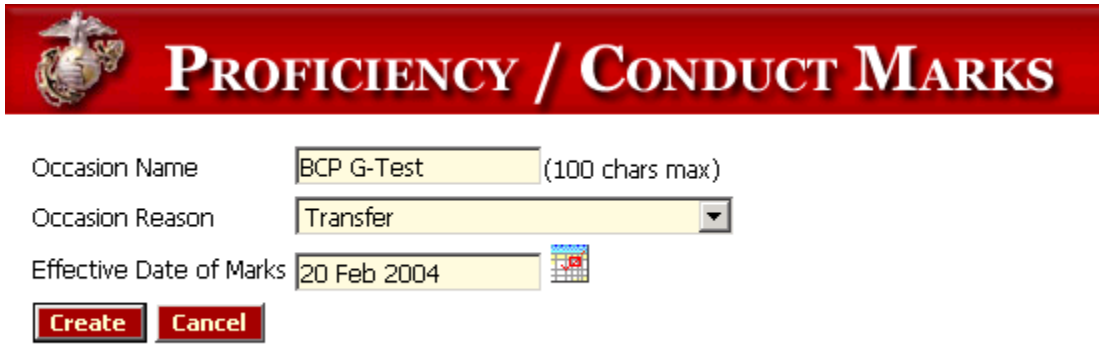
"**Assign Recs**" Create draft recommendations.
"**Copy Recs**" Copies command recommendation to the user's draft.
"**Make Public**" Sets the public recommendation using the draft.
"**Set Command Recs**" Sets the command recommendation using the draft.
"**Approve Recs**" Approves current recommendation.
"**Notify**" Send Notification.

Printe

Pro/Con Permissions

Proficiency and Conduct Marks		
Pro/Con Occasion		
	Approver	Can create a new occasion and put members in the occasion, but cannot make any pro/con mark recommendations. Create an occasion means, naming the occasion, selecting what type of marks will be in the occasion, the effective date of those marks, and putting members in the occasion. Can also add more members or remove members or delete an occasion. Can also view Multiple Occasions Report and Historical Occasions Report and send notifications. * Must also be assigned a Pro/Con Recommendation permission.
	Active Reviewer	Currently same as Approver. In a future build of BCP-1, this permission with either be changed to disallow removing members from an occasion and deleting occasions, or it may be deleted from this permission set and applicable templates. For these reasons it is dvised to not use this permission at this time. * Must also be assigned a Pro/Con Recommendation permission.
Pro/Con Recommendations		
	Approver	Can recommend and approve pro/con marks, thus creating a pro/con transaction to be processed in MCTFS and posted to the member's record. Can also lock, unlock, and close an occasion. Can also view Multiple Occasions Report and Historical Occasions Report and send notifications.
	Active Reviewer	Can recommend/assign, but not approve pro/con marks. Can also view approved remarks. Can also view Multiple Occasions Report and Historical Occasions Report and send notifications.
	Passive Reviewer	Can only view the recommended and approved remarks and gets the details view link. No commenting allowed. Can also view Multiple Occasions Report and Historical Occasions Report and send notifications.
	Viewer	Can only view the recommended and approved remarks without getting the details view link. No commenting allowed. Can also view Multiple Occasions Report and Historical Occasions Report and send notifications.

Pro/Cons


PROFICIENCY / CONDUCT MARKS
Occasion Name
BCP G-Test
(100 chars max)
Occasion Reason
Transfer
Effective Date of Marks
20 Feb 2004
Create
Cancel

Pro/Cons

Pro/Con Occasions

	Occasion Name	Occasion Reason	Eff Date	All	Draft	Public	Approved
○	TEST 1	Release from Active Duty	26 Feb 2004	1	1	0	0
○	getalife	Discharge	28 Feb 2004	2	2	0	0
○	anothertest	Semi-Annual	29 Feb 2004	1	1	0	0
◉	BCP G-Test	Transfer	20 Feb 2004	20	20	0	0
○	no no no no	Completion of Initial Skill Training	23 Feb 2004	20	20	0	0

Create New Occasion | Edit Occasion | Manage Pro/Con's

Multiple Occasions Report | Historical Occasions Report

Pro/Cons

Add Members to Pro Con Occasion

Members within your scope

	Rank	Name	MOS	EAS	Work Phone	Unit
☐	LCPL	BARNES, THERESA J.	3432	2003-08-01	8168433843	36000-A-MPAY
☐	LCPL	BEASLEY, MICHAEL D.	0621	2004-06-14	9137583831	36000-5-CNFT
☐	LCPL	BERNARD, SAMUEL	3451	2006-12-04	8169263170	36000-D-DFAS-DFAS
☐	LCPL	BLACKMON, JUSTIN L.	3451	2004-06-13	8169263392	36000-D-DFAS
☐	LCPL	BRABATA, ROBERTO C.	3432	2003-12-05	8168433843	36000-A-MPAY-PAYD
☐	LCPL	CARDOZE, FELIX B.	3432	2004-10-02	2296395708	36000
☐	LCPL	CARON, RYAN M.	3432	2007-01-21	8168433781	36000-A-MPAY
☐	LCPL	CHURCH, KIMBERLY M.	3451	2004-05-21	8169263259	36000-D-DFAS
☐	LCPL	COLLINS, ANTHONY C.	3432	2003-10-04	8168433843	36000-A-MPAY
☐	LCPL	COPPETO, MATTHEW J.	3432	2004-07-30	8432283487	36000
☐	LCPL	DARTER JR, KEITH A.	3451	2003-05-24	8169263655	36000-D-DFAS
☐	LCPL	DICKINSON, DAVID A.	3432	2004-09-10	8168433842	36000-A-MPAY
☐	LCPL	ELLIOTT, SAMANTHA L.	3451	2006-07-28	8169263303	36000-D-DFAS
☐	LCPL	FIGUEROA, CHRISTOPHE M.	3432	2005-09-09	8168433783	36000-A-MPAY
☐	LCPL	FORD, DWAYNE R.	3451	2003-01-24	8169262408	36000-D-DFAS
☐	LCPL	FOREMAN, BRIAN E.	3451	2006-10-08	8169262408	36000-D-DFAS
☐	LCPL	GALLARDO, LOUIS A.	3432	2006-08-18	8585776980	36000

Pro/Cons

Member Information					My Drafts		My Public		Command Marks			
Rank	Name	PMOS	Unit	Status	Pro	Con	Pro	Con	Pro Rec	Con Rec	Marks By	
LCPL	BARNES, THERESA J.	3432	36000-A-MPAY	Draft								Details
LCPL	BEASLEY, MICHAEL D.	0621	36000-5-CNFT	Draft								Details
LCPL	BERNARD, SAMUEL	3451	36000-D-DFAS-DFAS	Draft								Details
LCPL	BLACKMON, JUSTIN L.	3451	36000-D-DFAS	Draft								Details
LCPL	BRABATA, ROBERTO C.	3432	36000-A-MPAY-PAYD	Draft								Details
LCPL	CARDOZE, FELIX B.	3432	36000	Draft								Details
LCPL	CARON, RYAN M.	3432	36000-A-MPAY	Draft								Details
LCPL	CHURCH, KIMBERLY M.	3451	36000-D-DFAS	Draft								Details
LCPL	COLLINS, ANTHONY C.	3432	36000-A-MPAY	Draft								Details
LCPL	COPPETO, MATTHEW J.	3432	36000	Draft								Details
LCPL	DARTER JR, KEITH A.	3451	36000-D-DFAS	Draft								Details
LCPL	DICKINSON, DAVID A.	3432	36000-A-MPAY	Draft								Details
LCPL	ELLIOTT, SAMANTHA L.	3451	36000-D-DFAS	Draft								Details
LCPL	FIGUEROA, CHRISTOPHE M.	3432	36000-A-MPAY	Draft								Details
LCPL	FORD, DWAYNE R.	3451	36000-D-DFAS	Draft								Details
LCPL	FOREMAN, BRIAN E.	3451	36000-D-DFAS	Draft								Details
LCPL	GALLARDO, LOUIS A.	3432	36000	Draft								Details
LCPL	GARCIA, ANDY R.	3432	36000-3-MRDT	Draft								Details
LCPL	GASTON III, OSCAR B.	4066	36000-F-TSOO	Draft								Details
LCPL	GITHUMBI, TIMOTHY K.	3451	36000-D-DFAS	Draft								Details

Recommendation 4.6 4.6 Pro Con Guidelines

Comments 1st Class PFT, PME complete, Awards during this period.

Save Cancel

Pro/Cons

☐	LCPL	CHURCH, KIMBERLY M.	3451	36000-D-DFAS	Draft	4.6	4.6						Details
☐	LCPL	COLLINS, ANTHONY C.	3432	36000-A-MPAY	Draft	4.6	4.6						Details
A	LCPL	COPPETO, MATTHEW J.	3432	36000	Approved			4.6	4.6	4.6	4.6	MOORE, VERNON M.	Details
A	LCPL	DARTER JR, KEITH A.	3451	36000-D-DFAS	Approved			4.6	4.6	4.6	4.6	MOORE, VERNON M.	Details
A	LCPL	DICKINSON, DAVID A.	3432	36000-A-MPAY	Approved			4.6	4.6	4.6	4.6	MOORE, VERNON M.	Details
A	LCPL	ELLIOTT, SAMANTHA L.	3451	36000-D-DFAS	Approved			4.6	4.6	4.6	4.6	MOORE, VERNON M.	Details
☐	LCPL	FIGUEROA, CHRISTOPHE M.	3432	36000-A-MPAY	Draft	4.6	4.6						Details
☐	LCPL	FORD, DWAYNE R.	3451	36000-D-DFAS	Draft	4.6	4.6						Details
☐	LCPL	FOREMAN, BRIAN E.	3451	36000-D-DFAS	Draft	4.6	4.6						Details
☐	LCPL	GALLARDO, LOUIS A.	3432	36000	Draft	4.6	4.6						Details
☐	LCPL	GARCIA, ANDY R.	3432	36000-3-MRDT	Draft	4.6	4.6						Details
☐	LCPL	GASTON III, OSCAR B.	4066	36000-F-TSOO	Draft	4.6	4.6						Details
☐	LCPL	GITHUMBI, TIMOTHY K.	3451	36000-D-DFAS	Draft	4.6	4.6						Details

☐ Select All on Page

Assign Marks | Copy Marks | Make Public | Set Command Marks | Approve | Notify | Cancel

Lessons Learned

- Conducting connectivity tests at all sites
- Start Early in “cleaning up” MCTFS codes (Company, Plt, Work Section)
  - Unit must be involved in naming convention
- Clarify policy issues
  - Pro/Con Level of approval
  - Encourage Commanders to grant authority to lowest level
- Emphasize Commanders decide
  - They have more visibility

Lessons Learned

- Permissions Management
  - Takes some command policy
  - Having permissions doesn’t equal authority
- Civilians must be entered into MCTFS if:
  - They are involved in one of the processes
  - Are on the T/O and you want visibility on the UMSR
- At some point Personnel Officers have to let go
  - Unit Leaders are responsible for entry
  - Personnel Officer’s (IPAC) take corrective action
- Know your local resources
  - What computer assets are available?

Near Term Development

- Automates Performance Evaluation System (A-PES) with BCP-1
- OMPF OnLine
- Document Tracking and Management System (DTMS)
- Training (PFT, Rifle, ect….)
- Separations & Retirement
- Automated Career Retention System

Questions??

Any Questions ?

MISSO@MFR.USMC.MIL